

APPENDIX N
SAMPLE UNIT REQUEST FOR ESTABLISHMENT OF FRG

(UNIT LETTERHEAD)

(Office Symbol) (608a)

Date

MEMORANDUM FOR Arizona National Guard, ATTN: AZAA-PRF, 5636
East McDowell Road, Phoenix, Arizona 85008-3495

SUBJECT: Family Readiness Group

1. This organization, along with several of its interested family members, desires to form a Family Readiness Group.

2. The Unit Military Point of Contact (POC) /Rear Detachment Officer (RDO)

(Name)

place of duty is: _____

(Armory/Base address)

MPOC's/RDO full-time work telephone number is: (____)_____.

Home (____)_____, Cell (____)_____

Job title with the Arizona National Guard is: _____.

Home address:_____.

E-mail address is: _____

3. The alternate Point of contact will be: _____

(Name)

Home:_____.

(address)

APOC's/RDO full-time work telephone number is: (____)_____.

Home (____)_____, Cell (____)_____

E-mail address is: _____

Arizona National Guard Family Readiness Program – Appendix N

(Office Symbol) (608a)

Subject: Family Readiness Group

4. The Family Readiness Group **Chairperson** : _____.
(Name)
who lives at: _____
(Home address) (City)
Arizona, _____. The Chairperson can be reached during weekdays at
(Zip code)
(____)_____ and in the evenings and weekends at (____)_____
(Work phone, if applicable) (Home phone)
E-mail address is: _____ Cell: _____

5. The Family Readiness Group **Co-Chairperson** : _____.
(Name)
who lives at: _____
(Home address) (City)
Arizona, _____. The Co-Chairperson can be reached during weekdays at
(Zip code)
(____)_____ and in the evenings and weekends at (____)_____
(Work phone, if applicable) (Home phone)
E-mail address is _____ Cell: _____

6. The Family Readiness Group **Secretary**: _____.
(Name)
who lives at: _____
(Home address) (City)
Arizona, _____. The Secretary can be reached during weekdays at
(Zip code)
(____)_____ and in the evenings and weekends at (____)_____
(Work phone, if applicable) (Home phone)
E-mail address is _____ Cell: _____

Arizona National Guard Family Readiness Program – Appendix N

(Office Symbol) (608a)

Subject: Family Readiness Group

7. The Family Readiness Group **Treasurer** : _____
(Name)

who lives at: _____
(Home address) (City)

Arizona, _____. The Treasurer can be reached during weekdays at
(Zip code)

(____)_____ and in the evenings and weekends at (____)_____
(Work phone, if applicable) (Home phone)

E-mail address is _____ Cell: _____

8. The following basic administrative support is available to support FRG activities;
Expendable office supplies, phone, computer, copier-access, audio-visual and training
aid support is available upon request.

9. Space for the FRG to conduct meetings and other activities has been identified.
The area is at: _____

(Armory/base address/specific location)

10. Postage for official mailings will be made available (See DA Pam 608-47, paragraph
3-4, AR 25-30, and DODI 4525.8-M).

11. FRG officers /personnel will obtain names, addresses, phone numbers, and e-mail
addresses of all family members, which may include extended family members an/or
fiancés or single soldiers Business when the equipment is not in use for normal military
business. Preparing telephone trees and keeping the list current.

12. Becoming knowledgeable of unit mission, existing FRG operating procedures,
structure and community resources. Increase family member knowledge of the mission of
the unit and better understand the duties performed by the soldier in the unit both in
peacetime and mobilization.

13. Tracking and recording volunteer hours.

14. Attending and chairing Family Support Group meetings.

15. Maintaining communication with the Commander and /or unit Point of Contact
(POC) or the Rear Detachment Officer (RDO) monthly .

16. Working in conjunction with the unit leadership to minimize rumors and stress.

Arizona National Guard Family Readiness Program – Appendix N

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Subject: Family Readiness Group

(Signature)

(Date)

(Signature)

(Date)

(Printed name of Commander)

(Printed Name of FRG Chairperson)

(Unit)

Copies furnished:

State Family Readiness Coordinator

Unit Commander (Filed in Unit Family Program File)

Family Readiness Group Chairperson, Vice-Chairperson, Secretary and Treasurer

Revised 1 Jan 2005

*** This form must be completed when any changes occur within the FRG leadership, Commander , POCs, and RDO.